

Report to Council on 2011 Activity

Town Staff recognized the need to reinvest in our community given the limited local revenues and searched out alternative funding sources. Staff steadfastly strives to direct energy on a wide variety of issues related to the Town's focus on maintaining our historic core, resource efficiency and environmental stewardship, sustainability and fiscal responsibility, affordable housing and a safe community. These core values instill a sense of "real" community and an elevated quality of life. In a time of tight budget constraints, progress has been made in planning projects that may be waiting for funding or financing and facilitating projects that have a grant component. The following is a summary report of staff activity generally running from Fall 2010 to Fall 2011. Most projects require joint efforts of staff across departments.

Building & Zoning Department:

- **Building** – The amount of building activity in 2011 showed a slight rebound over 2010. The number of permits increased marginally from 39 to 40 comparatively to this time last year, but the size and valuation are up 50% this year over last with over \$7 million in valuation this year. 9 new single family homes are being constructed this year as opposed to 6 in 2010. In terms of regulation, the Department facilitated the adoption of the 2009 International Building Codes, including the International Energy Conservation Code. We also initiated regulations related to the waterproofing of basements. The Energy Action Plan was adopted by Town Council in 2010 and continues to be a source of sustainability information for the Town.
- **Staff initialing, Design Review and Board of Zoning and Architectural Review (BOZAR) approvals** – Time was spent in working with governmental and quasi-governmental entities on significant projects to include the Gunnison County Library District expansion, the Center for the Arts, and the Big Mine Ice Arena project. Significant projects in the private sector included the completion of the Hermanson Planned Unit Development and Sixth Street Station, LLC. received a concept review. The Town awaits the submittal from Sixth Street Station for a general plan and building permit review. BOZAR had an informal review regarding an expansion plan for the Center for the Arts in conjunction with The Trailhead – Children's Discovery Museum and The Crested Butte School of Dance ahead of a fundraising campaign.
- **Historic Preservation** – The staff continues to move forward on rehabilitating the Crested Butte Denver and Rio Grande Railroad Depot in 2011. The structural assessment is almost complete and the staff applied for and received a grant of over \$97,000 from the State Historical Society to generate construction documents and phased-approach roof repairs in 2012 on the Depot. Staff worked with the Crested Butte Mountain Heritage Museum and Gunnison-Crested Butte Tourism Association to enhance the historic walking tour and the web presence of the historic district. A Quick Response code link was established for the tour through the Gunnison-Crested Butte Tourism Association and brochures were coordinated and re-printed.
- **Sustainability** – The staff continues to work on sustainability issues. The efficiency upgrades were completed on the Town Hall and Old Rock Library (i.e. lighting, occupancy sensors replacing light switches, additional attic insulation, window

coverings). The majority of the funding was received from the State of Colorado Governors Energy Office. The staff continues to work with the Office for Resource Efficiency (ORE) to facilitate programs and look for opportunities. ORE has expanded the pilot Crested Butte Residential Energy Efficiency Pilot (REEP) program into the county wide Energy Smart program. This program aids residents of a tri-county area (Gunnison, Pitkin and Eagle) in improving their homes, making them safer and more comfortable, as well as saving them money. Of the 160 participants in the residential program county wide, 66 are in Crested Butte. On the commercial side, ORE has 24 of its 54 participants in the Energy Wise program in Crested Butte. This program offers local businesses assistance in cutting costs and energy usage.

- Zoning and Ordinances – The Building Department continues to work on initiating and reacting to requested changes to the Town of Crested Butte’s code. A wide variety of issues have surfaced in the last year including micro-distilleries, expanded deed restricted units in the Commercial zone, medical marijuana, livestock in Town and the idling of vehicles.
- The Building Department continues to spend significant time facilitating and regulating day-to-day issues. The addition of sidewalk seating on Elk Avenue has introduced a new area of observation and enforcement for staff. Signage also continually consumes significant amounts of time. The largest single consumption of time this year has been the Big Mine Ice Arena Cover project. While not directly related to Building Department activities, the staff has spent a significant amount of time in the design, contract administration and oversight of these projects.

Clerk Department:

- Implemented Town e-alert system for emailing important Town announcements
- Developed Town Facebook and Twitter pages
- Developed social media administrative policy
- Administered 49 liquor licenses including 3 new liquor license applications
- Administered 41 court violations, which includes 14 cases on the municipal court docket (YTD through August).
- Administered jury trial (first in more than a decade).
- Administration of medical marijuana center licensing: revised ordinances, reports to council, research on state laws, development of applications, keeping abreast of changes occurring on state level.
- Fireworks survey on Town website.
- Administered 34 special event applications.
- Developed webpage on the history of Crested Butte.
- Created a web page on the Pro Challenge Race.
- Administered 16 (YTD through August) Council meetings: agendas, PSAs, legal notice publications and postings, packets, minutes and meeting set up; and 2 Planning Commission meetings.
- Wrote press release regarding lead in drinking water of some homes.

- Managed Town cemetery: lot sales, public inquiries, several burials, survey work and records management.
- Administered candidate nomination petition process: outreach, informational packets, verified and approved petitions.
- Candidate packet for Fair Campaign Practices reporting.
- Developed work flow plan for handling conservation easements and amendments to conservation easements.
- Administered Elk Avenue sidewalk seating liquor licenses and insurance.
- Administered quarterly updates to the Town Code.
- Implemented new Model Municipal Records Retention Schedule and procedure for ongoing updates.
- Organized and promoted candidate informational meeting: revised power point presentation and meeting handouts.
- Attended Colorado Municipal League workshops on social media and medical marijuana.
- Deputy Clerk obtained Colorado Municipal Clerk Certification.
- Trained key staff members on use of Laserfiche document imaging to research scanned documents.
- Handled 8 Colorado Open Records requests including two large requests.

Public Works Department

Water Division:

- Repaired water main break in Alpine Lumber yard that was detected with our leak detection equipment purchased in 2010. Break estimated 70 gallons per minute water loss. Performed all main repairs and Town-owned service line repairs “in-house,” which was a savings of \$5-8,000.
- Six service line leaks detected - all leaks repaired.
- Unoccupied, foreclosed home had broken plumbing due to neglect and freezing. We were able to enter the home and access the crawl space (crawling on hands and knees through 8” of standing water) to shut off the water service. The home sustained a significant amount of damage and considerable amount of water was lost, but due to staff efforts, the home was most likely salvaged from complete destruction and 100,000’s gallons of water were saved.
- Replaced 2 blocks of steel water main piping installed in 1961 with stronger, longer-lasting, ductile iron pipe and replace 2 fire hydrants on those blocks.
- Five inspections on new-home construction water service lines with tap-ins
- Developed preventative maintenance schedules for equipment at water plant (pumps, motors, compressors, chlorinators, Ultraviolet system).
- Tested and/or repaired all Town owned backflow prevention assemblies. Twenty-one, Town-owned assemblies, July 2011
- Flushed all Town water main piping, May 2011, which is 55,380 lineal feet or 10.5 miles of pipe.

- Ongoing conservation efforts to reduce average water loss through detection and repair of leaks in both mains and service lines
- Currently conducting engineering designs for a new water storage tank that will double our water storage capacity; in preparation for construction of a new storage tank in 2012.

Wastewater Division:

- The new clarifier, a portion of the second stage in wastewater treatment, went online in February. This required a high level of involvement from wastewater staff during the construction and the changeover, but there was a savings of \$400,000.
- The new controller and Superior Control and Data Acquisition System (SCADA) system also went online in February. We now have much more capability to monitor and troubleshoot problems before they become an issue. This will also allow us to add additional monitoring in the future with the intent being to have a more stable process and better ability to identify performance issues with equipment. For example, a problem with the programming of one of the variable frequency drives, which adjust speed and flow, on influent pump #2 was identified and fixed allowing for more efficient pumping and adding capability for higher pumping rates. Currently, we are planning on adding dissolved oxygen monitoring to the oxidation ditch which will be used to control aeration speed. The dissolved oxygen monitoring should allow the oxidation ditch to maintain more consistent conditions as well as help to conserve energy and/or run more efficiently.
- A feasibility study is currently being performed to analyze the options for utilizing the Auto-thermal Thermophilic Aerobic Digestion (ATAD) building and to assess projected capacity for solids handling. The initial draft has been presented and Matt Peacock and Rodney Due have supplied comments. Final draft will be delivered before the end of the year.
- Staff performed the first entry into the raw sludge tank for inspection and cleaning. The inspection and cleaning involved the purchase of a supplied air breathing system and explosion proof lighting to provide safe conditions for this inspection.
- Staff has enrolled the system in the Environmental Protection Agency (EPA)'s Energy Management Pilot Program in order to develop an energy management program for the wastewater plant, which corresponds with the feasibility study. So far, this has involved obtaining an energy audit by an outside engineering company and participation in one workshop provided by the EPA. The only expense for this program was the energy audit and staff was able to obtain 75% of the funding from outside sources.

- In-house replacement of Bio-filter (odor control) at Wastewater Treatment plant providing a significant savings

Streets and Alleys Division:

- Improvements to include paving and striping on 1st & Elk Parking lot
- Ice rink foundation, underground utilities and drain system work, which were all done within time constraints and budgetary amounts.
- Installed French drain system, a trench covered with gravel that redirects surface and groundwater away from an area, at the Lupine trail head
- Worked with Colorado Department of Public Health and Environment to ensure storm water violations at the Keystone mine were addressed to include a new individual permit to be issued with treatment limits
- Completed the 8th Street Sidewalk (Safe Route to School Grant) project on time and within the budget.
- Coordinated with the water division to repair main and service line breaks
- Assisted the wastewater division on service mains
- Installation of a new diversion structure in the Halazon Ditch. The Town is doing the installation work with materials and engineering covered by a grant from Upper Gunnison Water Conservancy District. The project will include the installation of a water meter in the Halazon ditch water line.

Marshals Department:

- Opened 259 new cases (i.e. criminal, accident, death, general information, etc.).
- Issued 1,352 Parking Tickets and \$31,080 is the Total Amount Collected from August 2010 to August 2011 for Parking Tickets.
- \$3,020.00 collected for Scofflaw List, persons that habitually violate the law or fails to answer court summons (i.e. outstanding parking tickets).
- 106 Vehicle Identification Number (VIN) inspections (\$750 revenue), 84 sets of Fingerprints (\$500 revenue).
- Responded to more than 9,000 calls for service via dispatch, phone calls, and walk-in traffic.
- Efficiently and effectively enforced Town Ordinances and other safety issues without the contribution of a Community Service Officer and one less Deputy Marshal on staff than the previous year.
- Successfully hired a new Deputy Marshal. He has completed Police Academy and is currently completing field training.
- USA Pro Cycling Challenge: Numerous meetings in preparation for event. Pre planning directly contributed to safe and overwhelmingly successful and non-eventful event.
- As part of the overall Town's emphasis on sustainability, vehicle idling was limited as much as possible, Light-Emitting Diode (LED) lights installed on some patrol cars,

increased bike patrol, computers are shut down every night, lights are turned off when leaving rooms, office materials are recycled and reused whenever possible to include toner and batteries.

- Assisted 13 individuals needing mental health and/or alcohol assistance.
- Continued to work on bear problems and solutions which include securing restaurants' dumpsters and bird feeders as well as residential trash.
- Pro-active in education for local businesses regarding shoplifting and bad checks.
- Investigated four unattended deaths in Town.
- Walk to School Day, Bike Rodeo, and Numerous tours given to students, children, and participants in summer camps.
- Participated in all aspects of special events including meetings, parking preparation, traffic control, and public safety, which was often handled by a single officer.
- An officer on duty is stationed at the school each morning and afternoon.
- Investigated, reported, and observed criminal activity including: Thefts, Burglaries, Trespasses, Assaults, Harassment, Sexual Assaults, Domestic Violence, Disturbances, Disorderly Conduct, White Collar Offenses, DUI, DUID, DWAI, Identity Theft, and Liquor Code Violations.

Parks & Recreation Department:

Big Mine Ice Arena

- Fundraised approximately \$937,000 from outside sources other than the Town of Crested Butte
- Finalized building design, engineering and construction bid process
- Organized a public information campaign to gather support and funding for the project

Crested Butte Perimeter Trail

- Orchestrated the public planning process with National Park Service (NPS) Rivers, Trails and Conservation Assistance (RTCA) program
- Project is ongoing through NPS funding assistance, which over a three year period will produce a trail with access to Whetstone Mountain

Avalanche Park Campground

- Started feasibility study and plan to have a final study in coming years.

Deli Trail- Colorado Department of Transportation (C-DOT) Right-Of-Way (ROW) Improvement

- Started ROW Special Use Permit to improve the trail in the CDOT ROW
- Completed wetland delineation within and adjacent to ROW
- In progress of working with private land owners and Gunnison County on obtaining permanent easements on the remaining two private properties along the Deli Trail

Recreation Path Extension Project through Verzuh Open Space

- Obtained \$174,000 in grant funding in April 2011 from Colorado State Parks. 2012 implementation
- Working on wetland issues with Army Corps of Engineers related to the boardwalk and wetland

Open Space and Trail Projects

- Completed first phase of Lupine Trail with primary partners being Crested Butte Land Trust (CBLT), Crested Butte Mountain Bike Association (CBMBA) and Gunnison County.
- Obtained Great Outdoors Colorado (GOCO) funding for two phases of Baxter Gulch trail
- Completed first phase of Baxter Gulch trail

Program Implementation and Program Growth

- New Garden Camp Program- Huge success in partnership with Mountain Roots Food Project, which coordinated gardens throughout Town. All 3 sessions at capacity.
- Indoor Climbing- Revitalized the partnership with Crested Butte Community School for the public use of the school's indoor climbing wall
- Broomball- Partnership with Crested Butte Mountain Resort on resort ice rink
- Participation in programs have seen a 5% increase from 2010.

Safe and Efficient Capital Maintenance and Improvements

- Ongoing efforts towards safety and labor and resource efficiency.

Online Credit Card Payment

- Introduction of an online system to take credit card payments.

Planning & Community Development Department:

- Worked with: Trust for Public Land, Greater Outdoor Colorado (GOCO), Norm Whitehead and Crested Butte Land Trust to acquire and preserve Phase II of the Kochevar Open Space on Smith Hill (110 acres)
- Administered the application for a one million dollar grant from GOCO for Phase II of the Kochevar property.
- Worked with many groups to include, Crested Butte Land Trust, Crested Butte Mountain Bike Association and Gunnison County to help create the Lupine Trail, accessed from the Saddle Ridge subdivision cul-de-sac or Slate River Road.
- Worked with the Affordable Housing Committee (AHC) to organize the AHC and draft Ordinance 7 2011 to revise the Resident Occupied Affordable Housing (ROAH) requirements.
- Qualified at least five people for an affordable housing unit in Paradise Park and one in the Kapushion annexation.
- Calculated the Maximum Sales Price for all deed restricted units in town and provided that information to the Gunnison County Assessor's Office to ensure Assessed Values did not exceed Maximum Sales Prices.
- Worked with the Crested Butte Planning Commission to draft and finalize the subdivision regulation amendments.

- Worked with the Crested Butte Planning Commission to draft and finalize and adopt the 2011 Land Use Plan and 2011 Area Plan updates.
- Worked with stake holders and the Coal Creek Watershed Coalition (CCWC) Board to create the Slate River subcommittee of the CCWC.
- Worked with CCWC Board to comment on State proposed Total Maximum Daily Load (TMDL) standards for Coal Creek.
- Drafted Comments for the Gunnison County Planning Commission regarding the proposed Rozman Subdivision and the Irwin Backcountry Guides Buildings in the Town watershed, with participation from Rodney Due, Public Works and Lane Wyatt, Watershed Director for the Northwest Colorado Council of Governments.
- Attended QQ meeting in Breckenridge about attacks to 1041 powers.
- Contracted with Barbara Green, attorney with Sullivan, Green and Seavy, to amend the Town's Watershed Ordinance and met with Barbara and Town Staff to outline changes to the Watershed Ordinance.
- Monitored, or worked with volunteers, to monitor 2 of the 18 conservation easements held by the Town.
- Worked with the Parks and Recreation Department and the Western Colorado Youth Corps to build the first ½ mile of trail for the Baxter Gulch Trail.
- Worked with Jim Barry, J. Barry Custom Weed Control Inc., to eliminate noxious weeds on the:
Kochevar parcels, Avalanche Park.
- Pulled and sprayed noxious weeds on the Kochevar 108 acres.
- Updated the draft Crested Butte Community Profile.
- Participated on the Coal Creek Watershed Coalition (CCWC) Board of Directors.
- Participated on the Standard Mine Technical Advisory Committee.

Finance & Human Resource Department:

- Completed reconciliation and synchronization of recreation department online registration system to Town's accounting system to eliminate duplicate efforts and set up registration system to accept online payment by credit card
- Creating building permit data base to better track building permits – currently imputing data from prior years
- Set up an Employee Portal on the Town's website for use by employees to access forms, manuals and various information/announcements
- Converted the current EFT (Electronic Funds Transfer) system for automated payment of utility bills to a National Automated Clearing House Association (NACHA), the electronic payments association, format allowing transfer of information directly out of the accounting system and into the online banking system. The old method required manual data entry of over 300 customer accounts every month into both the online banking system and again into the accounting receipt system

- Many calls to homeowners concerning large amounts of water usage as monthly meter readings come in and before bills went out—many were unaware of problems at their property and the call saved them from major property damage
- Closed out Clarifier loan with Colorado Water Resource Power Development Authority
- Provided financial information and documents for preliminary loan application to Colorado Department of Public Health & Environment for the water storage tank project
- Updated the 2009 market salary survey
- Organized a more user friendly, efficient system for the collection of septic and water fees from campers wishing to dump their RV waste tank and to get fresh water
- Continue work on the short-term rental market to capture sales tax and business license fees